

Quotation Request //

US Government Publishing Office

San Francisco Regional Office
536 Stone Rd., Suite I
Benicia CA 94510-1170

JACKET:670-615 S

Quotations are Due By:

(Eastern Time)12:00 PM on 12/01/2021

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>

Contractor must provide mandatory W-9 form before GPO makes payment.

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.

Jacket	Requisition #	BAC	Copies	Title
670-615	2-10913	2210-17	1,000	JUDGE THOMAS BUSINESS LETTERHEAD AND #10 ENVELOPE
670-616	2-10914	2210-17	500	JUDGE THOMAS KRAFT ENVELOPES
670-617	2-10915	2210-17	1,000	JUDGE THOMAS AND SUSAN ANDO BUSINESS CARDS
670-618	2-10916	2210-17	1,000	JUDGE THOMAS BLUE NOTECARD AND ENVELOPE
670-619	2-10917	2210-17	1,000	JUDGE THOMAS SINGLE PANEL NOTECARD & ENVELOPES

TITLE: JUDGE THOMAS BUSINESS LETTERHEAD AND #10 ENVELOPE

QUANTITY: 1000 TOTAL = 500 Judge Thomas Business Letterhead and 500 #10 Regular Envelopes for jacket 670-615; 500 10 X 13" Kraft Booklet Envelopes for jacket 670-616; 500 Business cards for Judge Thomas and 500 business cards for Susan Ando for Jacket 670-617; 500 Fold-over blue Note Cards and 500 Matching A-2 envelopes for Jacket 670-618 and 500 Note Cards and 500 Matching A-2 envelopes for Jacket 670-619. +/- none.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Fax, email, and phone quotes are not acceptable.

Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to the San Francisco Office at 707-748-1970, ext. 6.

TRIM SIZE: .

670-615:

ITEM 1: 8-1/2 X 11"

ITEM 2: 4-1/8 x 9-1/2"

670-616: 10 x 13"

670-617: 3-1/2 x 2"

670-618

ITEM 1: Flat - 5-1/2 X 8-1/2" scored/folded - 5-1/2 x 4-1/4"

ITEM 2: 4-3/8 x 5-3/4"

670-619

ITEM 1: 5-1/2 X 4-1/4"

ITEM 2: 4-3/8 x 5-3/4"

PAGES: See description.

SCHEDULE:

Furnished Material will be available for pickup by 12/01/2021

Deliver complete (to arrive at destination) by 12/14/2021

F.O.B. destination

*****THIS IS A TIME-SENSITIVE PROCUREMENT. MUST DELIVER BY INDICATED DATE*****

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Jacket 670-615:

ITEM 1: 500 Letterheads for Judge Thomas, 8-1/2 X 11", prints with type in black ink and a 7/8" EAGLE gold foil stamped Agency seal on face only. Stamping must have good adherence to case cover material and have solid impressions--no picking, pinholes, or filled letters or areas. No bleeds.

ITEM 2: 500 Number 10 regular envelopes for Judge Thomas, 4-1/8 X 9-1/2", prints with type in black ink as a return address in top left corner. Open side, high cut, diagonal seams, with a suitable full gummed flap. No bleeds.

Jacket 670-616: 500 Judge Thomas 10 X 13" booklet brown Kraft envelopes, side seam with a full gummed flap. Prints type in black ink as a return address on the face top left corner parallel to the 13" edge, flap is located on the top 13" edge. No bleeds.

Jacket 670-617:

ITEM 1: 500 Business cards for Judge Thomas, 3-1/2 X 2" prints with type in black ink and a 7/8" EAGLE gold foil stamped Agency seal on face only. Stamping must have good adherence to case cover material and have solid impressions--no picking, pinholes, or filled letters or areas. No bleeds.

ITEM 2: 500 Business cards for Susan Ando, 3-1/2 X 2" prints with type in black ink and a 7/8" ROUND gold foil stamped court Agency seal on face only. Stamping must have good adherence to case cover material and have solid impressions--no picking, pinholes, or filled letters or areas. No bleeds.

JACKET 670-618:

ITEM 1: 500 Fold over note cards for Judge Thomas, prints a solid Pantone reflex blue on face of card (cover 1 and 4) and an EAGLE gold foil stamped seal (approximately 3/4" x 3/4") over the solid blue background (cover 1). Inside of card prints 2 lines of type centered on the BOTTOM of cover 3 in reflex blue ink. Bleeds on all edges of face. (See attachment A). Stamping must have good adherence to material and have solid impressions--no picking, pinholes, or filled letters or areas. Score and fold in half to 5-1/2 x 4-1/4". Score & fold parallel to the grain. Cracking on the folds will not be acceptable and may result in rejection. Bleeds on all edges of face.

ITEM 2: 500 Matching A-2 envelopes for Judge Thomas, 4-3/8 x 5-3/4", prints 4 lines of type in Pantone reflex blue ink centered on envelope flap. Envelope has a square gummed flap and side seams. No bleeds.

Jacket 670-619:

ITEM 1: 500 Note cards for Judge Thomas, 5-1/2 x 4-1/4 prints with 2 lines of type in thermographed black ink centered on the top edge. No bleeds.

ITEM 2: 500 Matching A-2 envelopes for Judge Thomas (4-3/8" x 5-3/4") prints with type in black ink centered on flap of envelope. Envelope has a square gummed flap and side seams. No bleeds.

MATERIAL FURNISHED: Contractor to pickup at GPO. A CD-R containing a PDF, 3 gold foil stamping dies, a previously printed sample note card and envelope for jacket 670-618 use as sample for paper and the purchase order.

IMPORTANT NOTE: Contractor is required to create and email a PDF for a shipping label(s) to the San Francisco GPO office for pick-up of furnished materials. The San Francisco GPO office does not have UPS or Fed Ex ground service pick up available.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator within 24 hours of receipt of the Government furnished material.

The contractor will be creating or altering any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. Prior to making any revisions, the contractor shall copy the furnished files and make all changes from the copy unless otherwise indicated.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
670-615: Strathmore 25% writing, Bright white, Laid, 24 lb.

670-616: Light-Brown (Kraft Shade) booklet envelopes, 28 lb.

670-617: Cranes Crest Cover, Florescent White, 110 lb.

670-618: (match sample)

ITEM 1: JCP Code* L-21, Smooth and Fancy-Finish Cover, White, Basis Size 20 X 26" Basis Weight 110 lb.

ITEM 2: JCP Code* V-20, Writing Envelopes, A-2, White, Basis Size 17 X 22" Basis Weight 24 lb.

670-619:

ITEM 1: JCP Code* L-21, Smooth and Fancy-Finish Cover, Natural White/Cream, Basis Size 20 X 26" Basis Weight 110 lb.

ITEM 2: JCP Code* V-20, Writing Envelopes, A-2, Natural White/Cream, Basis Size 17 X 22" Basis Weight 24 lb.

COLOR OF INK: Ink Must Contain a Minimum of 20% Vegetable Oil

670-615: ITEM 1: Black ink and gold foil, ITEM 2: black ink.

670-616: Black ink.

670-617: Black ink and gold foil

670-618: ITEM 1: Reflex blue and gold foil, ITEM 2: Reflex blue

670-619: Black ink.

PRINT PAGE: See Above

MARGINS: Follow Copy Sample.

Jacket 670-618, item 1 bleeds on all edges of face.

PROOFS:

Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call Alan Zada at 707-748-1970 x6 to confirm receipt.

Email proofs on or before DECEMBER 6, 2021.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within ONE (1) working day after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

Email proofs to John_Lansing@ca9.uscourts.gov. Contractor must also copy contract administrator at azada@gpo.gov. GPO jacket number 670-615/616/617/618/619 must appear on all correspondence.

If the contractor cannot provide an acceptable set of PDF proofs by this date or within a reasonably sufficient time to allow for proof review and printing BEFORE THE ESTABLISHED DELIVERY DATE, he/she may be required to show cause as to why the contract should not be terminated for default.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

BINDING:

Trim 4 sides.

See description.

PACKING:

Pack to ensure no damage occurs to product during transit.

Box each jacket and each item separately. Do not intermingle different jackets and items in a box. Mark title and quantity on each box. Boxes containing different jackets and items may be placed in the same shipping container.

Shrink Film Pack Box Suitable Pack NTE 40Lbs. per shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to John_Lansing@ca9.uscourts.gov. The subject line of this message shall be "Distribution Notice for Jackets 670-615/616/617/618/619 and Requisitions Number 2-10913/2-10914/2-10915/2-10916/2-10917". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

All expenses incidental to picking up and returning materials, and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised June 2001.

All Shipments must be made via traceable means

Hon. Sidney R. Thomas

Attn: Susan Ando

301 N. 27th Street, Suite 200

Billing, MT. 59101

Jacket 670-615:

ITEM 1-----500 Letterheads for Judge Thomas.

ITEM 2-----500 Number 10 regular envelopes for Judge Thomas.

Jacket 670-616:

-----500 Judge Thomas 10 X 13" booklet brown Kraft envelopes.

Jacket 670-617:

ITEM 1-----500 Business cards for Judge Thomas.

ITEM 2-----500 Business cards for Susan Ando.

JACKET 670-618:

ITEM 1-----500 Fold-over note cards for Judge Thomas.

ITEM 2-----500 Matching A-2 envelopes for Judge Thomas.

Jacket 670-619:

ITEM 1-----500 Note cards for Judge Thomas.

ITEM 2-----500 Matching A-2 envelopes Judge Thomas.

US Court of Appeals

Attn: John Lansing, 415-355-8097

95 Seventh Street, Room 127

San Francisco, CA 94103

-----ALL Government Furnished materials including ALL foil stamping dies. ***INSIDE DELIVERY REQUIRED***.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Proofs
P-9. Solid or Screen Tints Color Match	Pantone Matching System

PRE-AWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

Attachment(s): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=670615>